

Construction Management Services Questionnaire
for
TMP Elliott Street New Employee Parking Lot
Honolulu International Airport
State Project No. AO1125-16

Experience and professional qualifications relevant to the project

1. This project will provide for Construction Management services to install an asphalt surface parking lot for the employees of tenants utilizing the Elliott Street Support Facilities. Improvements included in the project scope are new asphalt pavement, fencing, landscaping and new lighting as well as associated grading, drainage and connection to existing electrical power. CM services will include maintaining daily, weekly, and monthly reports, tracking schedule changes, change orders, reviewing submittal, quality control and safety management. For each project listed, please provide the following:

From your firm's organizational chart as to how this project will be staffed, as identified in Question 5, please list any projects that demonstrate your firm's proposed staffing experience and involvement in the construction management of paving projects.

- a. Describe the scope of the project.
- b. The year that the project was completed.
- c. Indicate the equivalent classification (reference is made to Question 5) that your firm's proposed staff assumed.
- d. Indicate whether your firm was the prime consultant or a subconsultant. If your firm was the prime consultant, indicate the names of all the subconsultants involved in the project, including their discipline of work. If your firm was a subconsultant, indicate the capacity of your firm's involvement in the project.
- e. Indicate the name of the client, the client's Project Manager involved in the day-to-day aspects of the project, and telephone number of the client's Project Manager.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. Please list any projects that demonstrate your firm's experience (as compared to the proposed staff's experience in Question 1) and involvement in the construction management of paving/parking lot projects. For each project listed, please describe the scope of the project, the year the project was completed, and the name of the client. DO NOT list projects already listed in Question 1.

3. Indicate any award(s) or other recognition(s) that any of the projects listed in Question 1 or 2 above received.

Capacity to accomplish the work in the required time

4. **Question 4 is applicable to out-of-state firms only.** All other firms please respond with “Not Applicable”.
 - a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://www2.state.hi.us/spo/> for more information.

Out-of-state firms shall submit, with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

5. Please identify your firm’s organizational chart as to how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume for each of your key employee(s) for those classifications denoted by an “*”, with emphasis on their experiences in construction management of airport projects, especially parking or other roadway facilities. Resumes shall be limited to one page maximum per person.

Principal In Charge/Engineer VIII (equivalent to the Airports Administrator)
Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)
* Associate Architect/Engineer VI (equivalent to the Section Head)
* Senior Architect/Engineer V (equivalent to the Project Manager)
* Registered Architect/Engineer IV (licensed professional)
Architect/Engineer III and below (unlicensed professional)

6. For each key employee(s) identified in the organizational chart, please list all of their current assignment(s) and the assignment(s) expected completion date.

7. Please list all of your firm's current planning, design, construction management and other contract(s) with the Department of Transportation (Airports, Harbors and Highways Division), both as a prime consultant and/or as a subconsultant, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, please respond with "Subconsultant" for the amount of the contract.
8. The following shall be applicable to your firm and subconsultant(s). By responding with a "Yes" or "No" to each of the following, does your firm have any objections? If the response is "Yes," please explain your objections.
 - a. The maximum allowable multiplier factor (overhead and profit rates) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an audit based on the Federal Acquisition Regulations. Audits done, within the last two years, by the Airports Division or any other Department of Transportation's Division will be accepted. Multipliers used on previous projects without an audit and/or federal audits will not be accepted. The profit rate shall be limited to 10% maximum. If no audits are provided, the maximum allowable multiplier factor shall be 2.50.
 - b. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in Question 5, regardless if the project is delayed. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.
9. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the above questions.